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Approved For Release 2001/08/10 : CIA-RDP54-00177A000200070013-1

4 September 1952

MEMORANDUM FOR: Chiefs of Senior Staffs and Area Divisions, DD/P

SUBJECT : Administration and Logistics Organizational Changes

REFERENCE : My memo of 2 Sept. 1952 to above addressees;  
subject: Administrative Support Procedures

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1. [REDACTED] formerly Opc/CAL, is transferred to the DD/P Policy and Program Coordination Staff. With this transfer, the Opc A&L Staff has ceased to function as a single staff organization. Administrative support matters previously handled by this Staff will be processed in accordance with the reference memorandum. Mr. [REDACTED], formerly AL/PS, is transferred to the staff of CAO/DDP.

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2. Further transfers of A&L staff organizational units have been made as follows:

- a. AL/LD to the CIA Office of Procurement and Supply.
- b. AL/PT to the CIA Office of Personnel.
- c. BD/BF to the CIA Comptroller.
- d. BD/OM to the CIA Organization and Methods Service.
- e. BD/PC to CAO integrated with DD/P Publications.
- f. AL/MD to the DD/P Chief of Administration.
- g. SD/GR to the Operations Division of the Political and Psychological Staff.

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3. AL/SD has been abolished. C-SD, Mr. [REDACTED] has been transferred to the CIA Office of Administrative Services. Matters involving Headquarters administrative services, such as office space and parking, will be taken by area and staff divisions to Mr. [REDACTED] of the CAO Staff. Mr. [REDACTED], formerly of the AL/SD Staff, is assigned to CAO to assist in such matters.

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4. AL/AD, Miss [REDACTED] is transferred to the Executive Office for C/PP to be responsible for internal administrative matters of that staff.

BY DIRECTION OF THE DEPUTY DIRECTOR (PLANS)

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Chief of Administration, DD/P

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istribution:

- 1 - DD/P
- 1 - COP
- 1 - ES/DDP
- 1 - Each Chief of Senior Staff
- 1 - Each Senior Staff Admin. Officer
- 1 - Each Division Chief
- 2 - Each Division Admin. Officer
- 2 - DD/A
- 2 - Each Central Admin. Office
- 1 - AD/Communications
- 1 - Director of Training